

Proposed new regulation:

R04.06.140. Administrative Leave.

- A. Administrative leave may be granted to an employee or a group of employees for a variety of reasons, including, but not limited to:
 - a. Operation interruptions beyond the control of management or employees such as fire, flood, building damage, power failure, bomb threat, etc.
 - b. Disruption of air cooling or heating systems which produce working conditions that make it impracticable for employees to remain in the workplace.
 - c. Severe, adverse weather conditions which may threaten the safety of individuals currently working or who may be travelling to/from work.
 - d. When it is in the public interest to excuse employees from the workplace to participate in civic activities which the University is interested in encouraging. Example would include release of medical personnel for community emergency.
 - e. When the interests of the employee or the University are best served by the employee's absence from the workplace.
- B. Individual employees may be placed on administrative leave with the approval of the Chief Human Resources Officer or regional Human Resources Director. Administrative leave for groups of employees must be granted by a chancellor, the president, or designee.
- C. During administrative leave, an employee remains employed by the university and earns compensation at the employee's regular rate of pay.
- D. Administrative leave for severe, adverse weather conditions may be used at the discretion of the individual, leave-eligible employee but only after an authorization of "personal safety" administrative leave use is announced by the president, chancellor, or designee for the system, a university or community campus. Employees already scheduled out for other types of leave (annual, sick, etc.) or on Leave without Pay are not eligible for personal safety administrative leave for that day.
- E. Employees on extended administrative leave must keep their supervisor advised of their current address, email address and telephone number such that the supervisor can contact the employee for information, to assign remote/alternate work, or to notify the employee to return to the workplace.
- F. When unavailable for telephone calls or other means of immediate communication, employees on extended administrative leave must use annual leave or comply with sick leave notice requirements.
- G. Employees on administrative leave for any reason shall immediately notify their supervisor if they obtain other employment.
- H. Administrative leave is not disciplinary in nature. A decision to place an employee on administrative leave is not subject to administrative review or grievance.